

Time & Leave Entry

Non-exempt 10 Hours / 4 Days

SCENARIO: View and OK to Process 10 Hours/4 Days Time for a Non-exempt Employee (10 hours Monday, Tuesday, Wednesday, Thursday).

STEP 1:	Select the menu items in the following order: Time and Leave > Maintain Employee Timesheet
Expected Results:	The Find an Existing Value page will display.
STEP 2:	<p>You must enter SOKID in the Set ID field.</p> <p>You may enter the following primary search criteria:</p> <ul style="list-style-type: none"> A. Department ID in the "Department" field; B. Pay Period End Date in the Pay Period End Date field; C. Employee ID in the "EmplID" field; D. Employment Record Number in the "Employment Rcd Nbr" field; E. Click Search. <p>You may wish to enter the following alternate search criteria:</p> <ul style="list-style-type: none"> A. Employee's Name in the "Name" field; or B. Employee's Social Security Number in the "Social Security #" field.
Expected Results:	Search results will display with criteria matching that which you entered in the Find an Existing Value page. If you completed all actions, A-E, the Time Entry Daily page will display instead of the search results.
STEP 3:	If you did not enter all the primary search criteria, search results will display. Select the employee's timesheet by Clicking on the employee's row of information.
Expected Results:	The employee's timesheet will display.
STEP 4:	View the timesheet. Since the employee worked the default workschedule of 10 hours Monday through Thursday for each week and that is what is listed on the timesheet, proceed to the next step.
Expected Results:	You are verifying the time listed is accurate. FLSA Wk1/Wk2: 40.00 40.00; CTLA: 80.00
STEP 5:	Click on the "Ok to Process?" checkbox.
Expected Results:	A checkmark will display in the "Ok to Process?" checkbox.
STEP 6:	Click on "SAVE."
Expected	The words, Processing and then Saved, will flash on the upper

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Results:	right hand corner of the page. If there are no batch time and leave errors, the time will be updated to paysheets during a preliminary or final calculation night.
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